

12 July 1951

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MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

SUBJECT: Staff Study Relating to the Centralization of Reception Facilities

I. The Problem

Present facilities for the reception and processing of applicants for employment with CIA, of new employees, and of presently-employed personnel who seek the assistance of Personnel, Physical Security and Medical are grossly inadequate, costly and may constitute a security hazard.

II. Discussion

The entrances to North and Central buildings are filled to the point of overflow practically each morning. The North building group consists primarily of applicants and new employees reporting for EOD processing. The Central Building group consists of new employees and employees going overseas reporting to Medical, new employees reporting for security finger-printing and badges, and both Agency and non-Agency employees attending meetings in the Presentation Room. All, except regular CIA employees and applicants approaching the Agency through North building personnel reception center, must be received by the Inspection and Security receptionists and receive visitor's tickets. They must then be received by the reception desk of the activity to which they have been referred.

An applicant, in addition to visiting North building, may be referred for testing or assessment to another CIA building. New employees must also report to another ISS activity for polygraph testing. Thus, there are four CIA buildings which must provide reception facilities for new or non-CIA-employees. These individuals are subsequently referred to one or more of seven different Agency activities. The time and expense of providing ISS reception facilities and subsidiary reception facilities for the functional units is considerable. Also, definite security hazards exist from the mingling of CIA and non-CIA personnel and from the crowded reception conditions.

III. Recommendations

All activities which service large numbers of different applicants, new employees and non-Agency employees be physically located in one building which will provide centralized reception facilities.

A central reception room be established through which all individuals will be scheduled for the services required. A separate room can be set aside for CIA employees with a loudspeaker arrangement making the centralized reception service available to both rooms.

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NO CHANGE in Class. ☐

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Advisor for Management

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